

**MINUTES OF MEETING  
LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
September 29, 2015**

**CALL TO ORDER:**

**Trustee Merle Krueger called the meeting to order at 5:36 PM at the Lincoln Public Library.**

**PRESENT:**

**Trustees Gertrude Toher, Ann Rageotte and Treasurer Rita Caraccia were present. Also in attendance was Becky Boragine, Library Director**

**ABSENT:**

**Chairwoman Karen Quinn**

**APPROVAL OF MINUTES:**

**The Minutes of the August 11, 2015 meeting were reviewed. A motion to accept the minutes was made by Trustee Toher and seconded by Treasurer Caraccia. The motion was approved unanimously.**

**DIRECTOR'S REPORT:**

**Ms. Boragine informed the Board that she attended Town Directors meetings and an Ocean State Libraries Quarterly meeting and toured**

the new Tiverton Library. During July zero computer classes were held, five story times, nineteen children's programs, six teen programs and eleven adult programs took place. Ms. Boragine indicated that items added to the collection in July were 489 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,757 items. A total of 76 new patrons were given library cards.

A total of 4,454 items were loaned out to other libraries and 1,914 items were borrowed. The in-house computer usage was 1,429. The Library web pages were accessed 168,742 times. The online database usage was 765. Overdrive usage was 1,567 and includes 420 Audio, 9 Video, 0 Music, 1,138 E-Books and all other E-Books usage was 5, Freegal movies was 6, Freegal music was 69 and Freegal music streaming was 244 hrs..

During August zero computer classes were held, two story times, eight children's programs, four teen programs and five adult programs took place. Ms. Boragine indicated that items added to the collection in August were 558 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 12,774 items. A total of 58 new patrons were given library cards. A total of 4,286 items were loaned out to other libraries and 1,658 items were borrowed. The in-house computer usage was 855. The Library web pages were accessed 162,721 times. The online database usage was 692. Overdrive usage was 1,548 and includes 353 Audio, 13 Video, 0 Music, 1,182 E-Books and all other E-Books usage was 4, Freegal movies was 12, Freegal music was 64 and Freegal music streaming was 165 hrs.

**Ms. Boragine indicated that you can now use your phone/barcode in an app when checking out at the library. Zinnio, the online magazine subscription company is becoming too costly for the library to use and the library may be cancelling this program..**

**A motion to accept the Director's report was made by Trustee Krueger and seconded by Treasurer Rageotte. The motion was approved unanimously.**

#### **FINANCIAL REPORT:**

**Treasurer Caraccia presented the financial report and reported the balances of the accounts in September as follows:**

- Fines: \$0.00**
- Champlin Account: \$165,170.63**
- Trustees Account: \$25,471.36**
- Checking Account: \$11,218.95**
- Certificate of Deposit:\$0.00**
- Catie Kurowski Fund: \$0.00**

**It was reported that the Library is still awaiting the invoice from the Town for the parking lot and renovations. That amounts to \$99,400 that will be coming out of the Champlin account. A transfer of**

**\$250.00 was made to the checking account for petty cash purposes and \$9,940.00 for the invoice for the reference desk. Treasurer Caraccia asked Ms. Boragine for a copy of bank statements so that she can include back up for her treasurer report based upon the balances on the bank statements. It was also noted that the Catie Kurowski money is in the money market account and that nothing has been expended from those funds.**

**A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Toher and seconded by Trustee Rageotte. The motion was approved unanimously.**

#### **UNFINISHED BUSINESS:**

**Ms. Boragine provided an update on the library renovation. The issue with the leaking roof is being taken care of by the contractor and insurance carrier. Approximately one cart of books was lost due to water damage. Additionally due to the fact that the library had to close, the insurance is working towards paying the staff for hours lost in addition to any repairs, lost books, etc. There was also an issue with adhesive while installing the roof. The noxious smell caused issues with staff. It was only a temporary issue. Any further issues with the roof, if any, will be handled by the Town. The reference desk has been installed and now centrally located. It was noted that WB Mason will be providing a quote for furnishings for a**

seating area, i.e. some soft seating and smaller tables. The parking lot has been completed. That was an approximately two week project. The area in front of the main entrance has been graded and the book drop area is finished. With the redesign of the parking lot there are now 48 parking spaces, gaining approximately 6 spaces by removing the flag pole from the center of the lot. The area where the old entrance was will be getting mulched and grass seed will be put down on the side of the building where asphalt was pulled up. Ms. Boragine will be asking the Friends of the Library to assist in the cost of putting pavers down and to create a seating area outside with benches or bistro style seating. This will be the area where the flag pole will also be placed.

#### **NEW BUSINESS:**

The Board wishes to welcome Trustee Ann Rageotte, representing the Manville district to the Board.

The Annual Report for the state has been submitted. Ms. Boragine has copies of our Annual Report for review if anyone would like to view. The report compares statistics from other libraries as well as yearly comparison data. Statistics from across the state were down during the month of May due to the delivery issue that was experienced. One statistic of note is that Lincoln loans out approximately 4500 items per month to other libraries. Trustee Krueger mentioned the difficulty of using the book bag aspect of the

inter-library loan program and found that is not a very user friendly system and does take some time to work through. Ms. Boragine offered to run through the system with any trustee interested in using the system, and would mention to OSL the difficulties that were experienced.

The Friends of the Library are holding a fundraiser on October 24, 2015 from 10-2 at the library. It is an Antique Appraisal run by an auction house. It was a very successful fundraiser and is something the friends have found does not take a lot of man hours to hold.

The calendars can be found online at the library website.

Next Meeting is October 27, 2015 at 5:30 pm.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

There being no further business, a motion was made by Treasurer Caraccia and seconded by Trustee Rageotte to adjourn the meeting at 6:24 PM. The motion was approved unanimously.

**Respectfully submitted,**

**Joan Dion**  
**Board Secretary**